

OFFICE OF INFORMATION TECHNOLOGY

NOTICE OF JOB VACANCY

POSTING PERIOD		POSTING #: 2016-021
FROM: February 12, 2016	TO: February 29, 2016	
POSTING OPEN TO:		LOCATION:
<input type="checkbox"/> OIT UNIT SCOPE(S): <input type="checkbox"/> STATEWIDE: <input checked="" type="checkbox"/> GENERAL PUBLIC	Office of Information Technology Financial Management Unit 300 Riverview Plaza Trenton, NJ 08625	
TITLE: Analyst Trainee TITLE CODE: 55300 POSITION NUMBER: 925041		NUMBER OF POSITIONS: 1
SALARY RANGE: P95 \$41,230.15 - \$43,094.21		HOURS OF WORK: TBD

SPECIAL SKILLSET: Experience and knowledge in the areas of accounting, inventory control and government are preferred.

DESCRIPTION OF POSITION: This position assists the Asset Management unit within Financial Management by maintaining the asset inventory for the Office of Information Technology (OIT). In addition to creating and tracking the assets on OIT's system, this position plays a key role in keeping the agency in compliance with Office of Management and Budget (OMB) Circular Letters and Government Accounting Standards Board (GASB) requirements.

DEFINITION: Under the direction of a supervisor in a State department, or agency, as a trainee and productive worker, receives on the job training in analytic practices/procedures and their application; completes assignments which will provide practical analyst experience: does other related work.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

FOR NON-U.S. CITIZENS AND/OR FOREIGN DEGREES

AUTHORIZATION TO WORK: U.S. Citizenship is not required. Selected candidate must be authorized to work in the U.S. according to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

FOR FOREIGN DEGREES: All non-U.S. degrees and/or transcripts from a college or university outside the U.S. must already be evaluated for accreditation and attached to your resume. Failure to comply with

these requirements may result in ineligibility.

RESIDENCY REQUIREMENTS:

In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011 all employees must reside in the State of New Jersey unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

OPEN TO THE FOLLOWING:

Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <http://info.csc.state.nj.us/TitleList/TitleSearch.aspx>

IF YOU QUALIFY AND ARE INTERESTED, SEND YOUR RESUME AND A LETTER OF INTEREST WITHIN THE POSTING PERIOD:

Electronic Filing:

Applicants are encouraged to file electronically. Forward your letter of interest and resume electronically to recruiter4@oit.nj.gov. **Include the posting number 2016-021 in the subject line** and your email address so that we may acknowledge your response electronically.

Alternate Filing: If unable to file electronically, applicants may forward your resume and letter of interest (including posting #2016-021) to:

Antoinette Sargent, Manager
Office of Human Resources
P.O. Box 212
300 Riverview Plaza, 4th Floor
Trenton, New Jersey 08625

JOB POSTING AUTHORIZED BY: _____

Sharon Pagano
Chief of Staff